



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region III
DIVISION OF CITY SCHOOLS
 City of San Jose del Monte



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Division Memorandum
 No. 246s. 2016

To: Assistant Schools Division Superintendent
 Division Chiefs
 Concerned Schools

**INSTITUTIONALIZATION OF CONTINUOUS IMPROVEMENT (CI) PROGRAM IN THE SCHOOLS
 DIVISION OF SAN JOSE DEL MONTE**

1. This is to announce the institutionalization of the Continuous Improvement Program in the Schools Division of San Jose del Monte.
2. A weekly coaching session shall be done within 6 months for a maximum of 2 hours per school.
3. Presentation of CI project proposal shall be held on December 16, 2016.
4. CI coaches are expected to report to the assigned schools on the scheduled dates for proposal presentation and mentoring and coaching sessions as follows:

Date	Activities	Venue
December 16, 2016	Proposal presentation	Division Library Hub
January 5, 12, 19, 26, 2017	Coaching and mentoring	CI Schools – First Batch (Towerville Elem. School, BBH Elem. School, Muzon Pabahay Elem. School, San Jose del Monte National High School and Sapang Palay National High School)
February 2, 9, 16, 23, 2017	Coaching and Mentoring	
March 2, 9, 16, 23, 30, 2017	Coaching and Mentoring	
April 6, 2017	Division CI Symposium	Division Library

5. Each School CI Team shall come up with CI project which shall be completed in a six (6) month Period
6. For the information and guidance of all concerned.

G. H. Pascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent



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